

Attention Developers:

New 2006 Positive Response Locating Rules require cities to have base maps of any new sewer and water service installed after January 1, 2006. It is the contractor's responsibility to contact Construction Management Services for this inspection and they will do the base map for you and inspect the sewer and water installation.

Construction Management Services' phone number is 507/282-8206. If you have any questions, please call Kyle Karger at City Hall, 507/932-3020.

CITY OF ST. CHARLES
BUILDING PERMIT PROCESS

NEW HOME CONSTRUCTION

1) BUILDING PERMIT APPLICATION

The Applicant must complete all of Section A of the Building Permit Application. The Applicant must also include:

- a) A site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b) Two (2) complete sets of plans must be submitted which include rafter certifications and energy calculations. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
- c) A Permit Application for connection to city sewer and water. The permit fee for sewer connection is ~~\$~~800.00, the permit fee for water connection is \$600.00, and the permit fee for connection to the sanitary district is ~~\$~~3640.00. These fees will be included in your building permit fee.
- d) Building permit review and issuance normally takes 7-10 working days.
- e) Applicant is required to pay the Building Permit Fee when the Permit is received prior to construction. The Building Permit Fee is based on valuation established from State of Minnesota data sheets.
- f) All contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications. If the structure is to be built by the owner, the owner must sign the attached form certifying that the owner is acting as his or her own agent.

2) SETBACK REQUIREMENTS

New home construction must meet the following setback standards in order to receive approval of your Building Permit Application. If your new home does not meet these minimum standards you will need to meet with the City Administrator to discuss the possibility of requesting a variance from the St. Charles Planning & Zoning Commission.

- a) Front setback: 25 feet
- b) Rear setback: 25 feet
- c) Side setback: 10 feet
- d) Corner setback: 25 feet

3) INSPECTIONS

The owner/builder is responsible for arranging or calling for all inspections. For a typical new home, the following inspections would be required:

- a) Footing/foundation (made before the concrete is poured)
- b) Poured foundation walls
- c) Framing
- d) Heating (mechanical rough-in)
- e) Plumbing rough-ins – below ground and above ground
- f) Insulation
- g) Fireplace – if applicable
- h) Final

Call Construction Management Services at (800) 940-2547 or 282-8206 for all inspections

4) GENERAL INFORMATION

- a) All structures except storage buildings under 120 sq. ft. require a building permit. Storage buildings under 120 sq. ft. must still comply with all applicable zoning regulations.
- b) Electrical permits must be arranged through the Minnesota State Electrical Inspector at (651) 345-5880.
- c) The plumbing plans for all commercial /industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A state plumbing inspection number must be secured through the Health Department prior to scheduling an inspection if done locally.
- d) Minnesota accessibility requirements and the energy code must be met on all structures. The accessibility requirements apply to all buildings except one and two family housing units and some multi-family structures. Compliance with the American's with Disabilities Act (ADA) is mandatory only on new construction or major remodeling. All others (i.e. existing buildings, historically registered structures) should consult with the ADA guidelines for further requirements. Under the present ADA guidelines, churches are exempt.

5) QUESTIONS

Please contact Crystal Prentice, City Administrator at (507) 932-3020.

BUILDING PERMIT/APPLICATION

CITY OF ST CHARLES

507-932-3020

Date Received: _____ Received By: _____ Permit # _____

-----APPLICANT COMPLETE INFORMATION BELOW-----

Project Address: _____ or PID # _____

Legal Description: _____

Property Owner: _____ Phone _____

Address: _____ City: _____ Zip: _____

General Contractor: _____ License #: _____ Phone: _____

Plumbing Contractor: _____ License #: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Proposed Use [Check One]: Dwelling ___ Private Garage ___ Deck ___ Home Addition ___

Pole Building ___ Finish Basement ___ Three Season Porch ___ Business/Commercial ___

Fireplace ___ Reroof ___ Siding ___ Furnace ___ Water Heater ___ Other _____

Description of Project: _____

_____ Dimensions: _____

Use and occupancy: _____ Type of Construction: _____

Estimated Value: _____ Lot Size/Dimensions: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
REFUND POLICY: Upon request of cancellation of building permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

Name [please print]: _____ Address: _____

City: _____ Zip: _____ Phone: _____

Signature: _____ Date: _____

-----CITY USE ONLY-----

PLANNING: Zoning District: _____ Minimum Setbacks Required: Front _____

Side _____ Rear _____ Road Right of Way _____ Other: _____

Approved By: _____ Date: _____

Subject to the following conditions: _____

BUILDING: Approved By: _____ Date: _____

-----FEES-----

Building Permit: _____ Plan Review: _____ State Surcharge: _____

Plumbing Permit: _____ Plan Review: _____ State Surcharge: _____

Mechanical Permit: _____ Plan Review: _____ State Surcharge: _____

Other: _____ Sewer/Water Inspection Fee: _____

Sub Totals: _____

TOTAL DUE: _____

Date Issued: _____ Issued By: _____ Receipt # _____

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I understand that the State of Minnesota required that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at, _____ is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §5 14.01 . In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, understanding that failure to do so is a misdemeanor under state law.

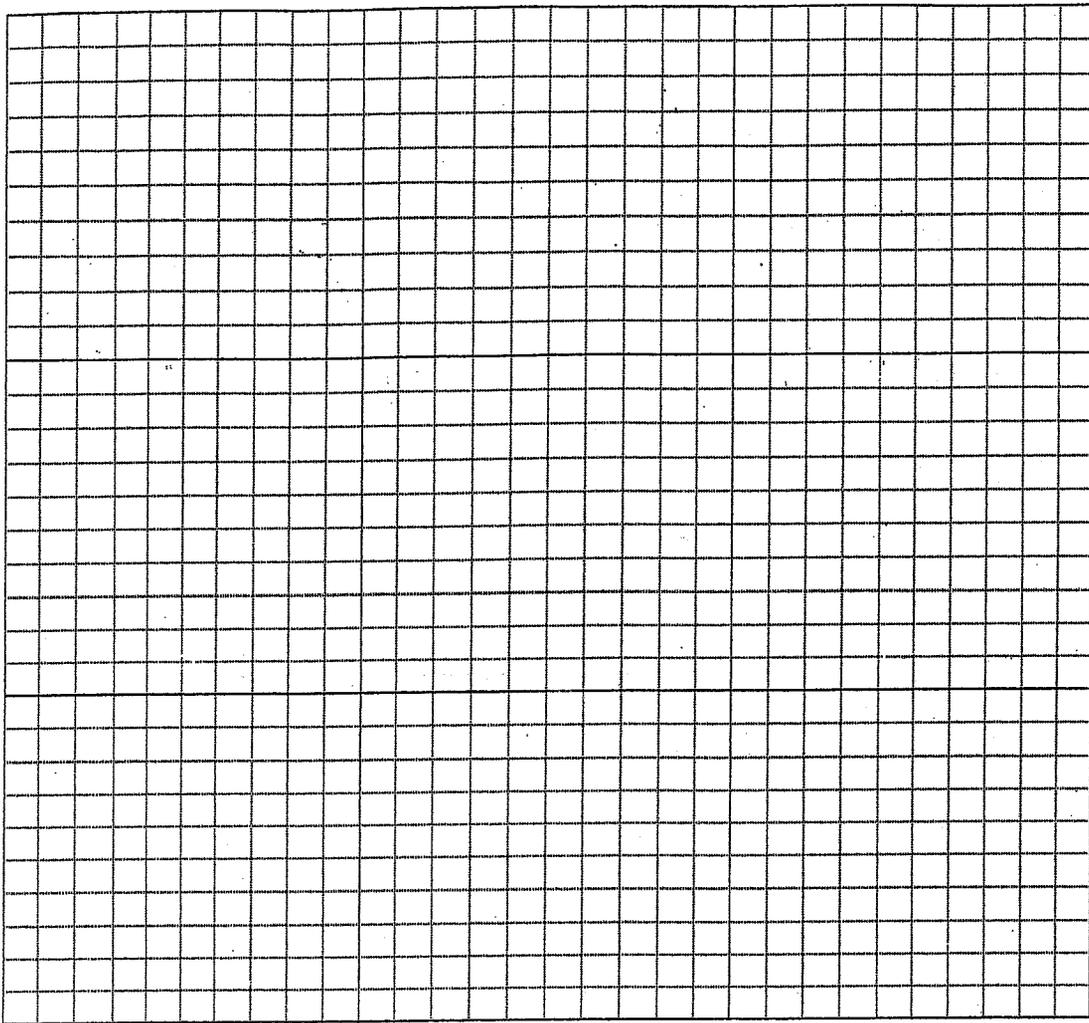
Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326.92, subd 1, and that I would forfeit my rights to reimburse from the Contractor's Recovery fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connection with the work performed on this property.

Signature of Property Owner

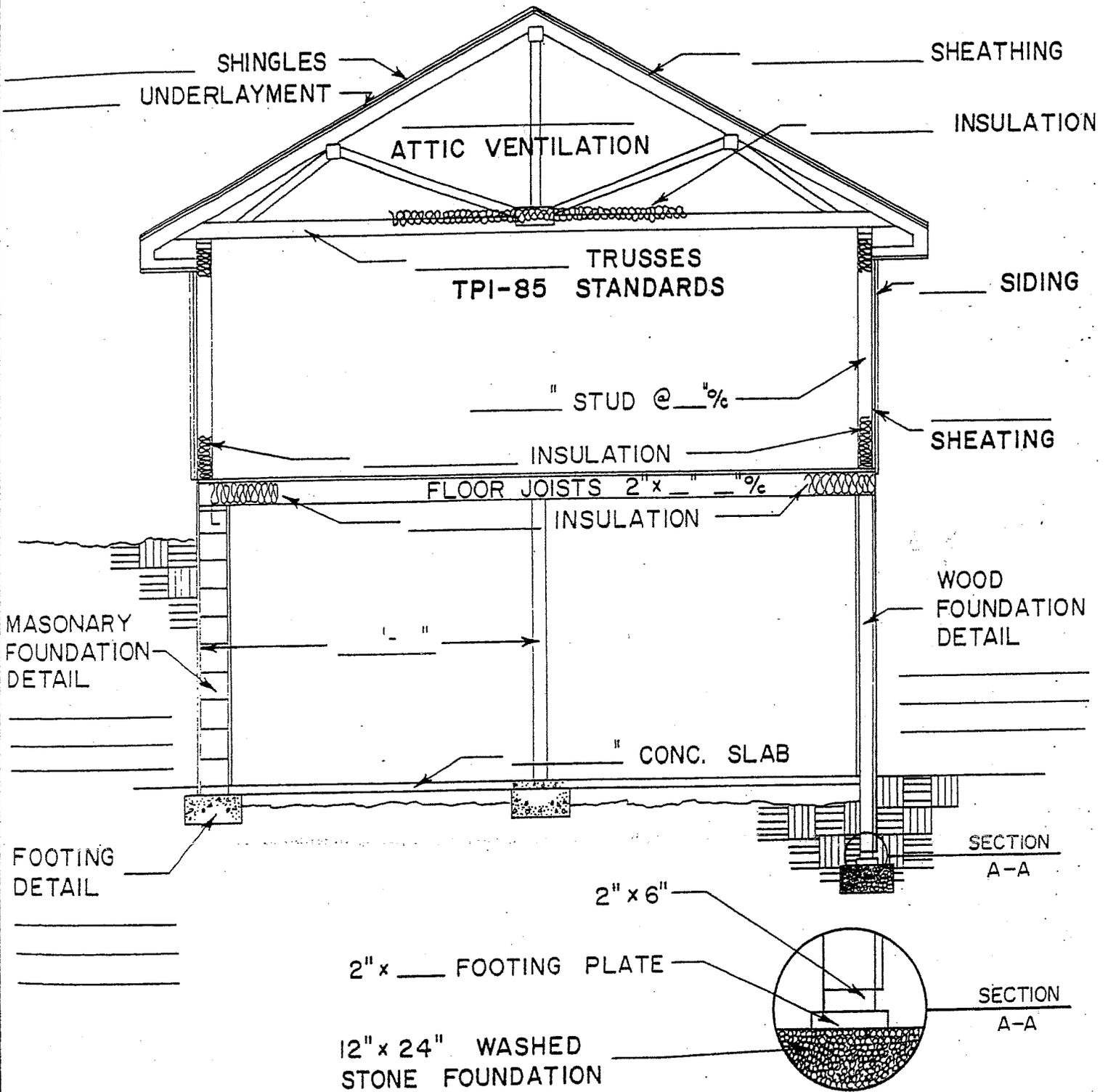
Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce, Enforcement Division at: (651) 296-2594 or toll free at 1-800-657-3602.



Include the following on the Plot Plan:

- 1. Distance in feet from side lot lines.**
- 2. Distance in feet from rear lot line.**
- 3. Distance in feet from front lot line.**
- 4. Height in feet.**
- 5. Size of proposed structure.**
- 6. Distance from other structures.**



CROSS-SECTION

STANDARD PLATE NO. B-101

CITY OF ST. CHARLES
APPLICATION & PERMIT FOR
SEWER APPLICATION

DATE: _____ **PERMIT #:** _____

DESCRIPTION OF PROPERTY: LOT _____ **BLOCK:** _____
_____ **ADDN.**

STREET ADDRESS: _____

SIZE & TYPE OF SERVICE: _____

LOCATION OF WYE/TAP: _____ **FT.** _____ **STREET**
_____ **STREET AND** _____ **STREET**

(ATTACH SKETCH OF SERVICE LOCATION)

TYPE OF STREET SURFACE: _____

FEE: _____ **APPLICANT:** _____

_____ **CONN.** _____

_____ **OTHER** **OWNER: (IF OTHER THAN APPLICANT)**

_____ **TOTAL** _____

CONTRACTOR: _____

PERMIT APPROVED BY: _____

INSPECTED BY: _____

CITY OF ST. CHARLES
APPLICATION & PERMIT FOR
WATER CONNECTION

DATE: _____ **PERMIT #:** _____

DESCRIPTION OF PROPERTY: LOT _____ **BLOCK:** _____
_____ **ADDN**

STREET ADDRESS: _____

SIZE & TYPE OF SERVICE: _____

LOCATION OF WYE/TAP _____ **FT.** _____ **OF M.H.C.**
_____ **STREET AND** _____ **STREET**

(ATTACH SKETCH OF SERVICE LOCATION)

TYPE OF STREET SURFACE: _____

FEE: _____ **APPLICANT:** _____

_____ **CONN.** _____

_____ **OTHER** **OWNER (IF OTHER THAN APPLICANT)**

_____ **TOTAL** **CONTRACTOR:** _____

PERMIT APPROVED BY: _____

INSPECTED BY: _____

EXTERIOR ENVELOPE AVERAGE "U" COMPUTATION

OWNER _____

SITE ADDRESS _____

CONTRACTOR _____ DATE _____ PHONE _____

Determine working square footage of each.

1. Total exposed wall area sq. ft. X 0.11 = _____

2. Total roof/ceiling area sq. ft. X 0.026 = _____

Total exposed wall area above floor = _____

a. Total wall window area _____

b. Total door area _____

c. Total sliding glass door area _____

d. Total fireplace wall area _____

e. Total wall framing area (average 15%) _____

f. Total net wall area above floor _____

g. Total rim joist area _____

Total exposed foundation area = _____

h. Total foundation window area _____

i. Total net foundation area above grade _____

Determine "U" value of each wall segment.

a. _____ X "U" _____ = _____

b. _____ X "U" _____ = _____

c. _____ X "U" _____ = _____

d. _____ X "U" _____ = _____

e. _____ X "U" _____ = _____

f. _____ X "U" _____ = _____

g. _____ X "U" _____ = _____

h. _____ X "U" _____ = _____

i. _____ X "U" _____ = _____

3. TOTAL OF ALL "U" VALUES, a through i = _____

Building Permit Fees

		<u>Fee</u>
Value	\$1 - \$500	\$5.75
Value	\$501-\$2,000	\$5.70 for the first \$500.00 plus \$1.26 for each additional hundred or fraction thereof, to and including \$2,000.00
Value	\$2,001-\$25,000	\$24.75 for the first \$2,000.00 plus \$3.78 for each additional thousand or fraction thereof, to and including \$25,000.00
Value	\$25,000-\$50,000	\$111.61 for the first \$25,000.00 plus \$3.15 for each additional thousand or fraction thereof, to and including \$50,000.00
Value	\$50,001-\$100,000	\$190.35 for the first \$50,000.00 plus \$1.95 for each additional thousand or fraction thereof, to and including \$100,000.00
Value	\$100,000+	\$287.50 for the first \$100,000.00 plus \$1.25 for each additional thousand or fraction thereof.
	Plan Check Fee:	75% of building permit fee.
	State Surcharge:	Valuation multiplied by .0005
	Water/Sewer Inspection Fee:	\$ 57.00
	Plumbing Fee:	\$ 45.00
	Mechanical Fee:	\$ 45.00

Miscellaneous Building Permit Fees:

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$35.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$45.00	Re-Roof	\$45.00
Install Air Conditioned	\$45.00	Re-Side	\$45.00
Install Water Heater	\$35.00		

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. This Resolution shall take effect and be in force on January 1, 2006.

Adopted this 27th day of December, 2005 by the Council of the City of St. Charles, Minnesota.

Mayor William J. Spitzer

Attest: _____
J. Crystal Prentice, City Administrator